



Homeless Education Program Development

Utilizing the Federal/Self Monitoring Tool as a Guide

Suzanne Peck - Coordinator

Title IX-A Homeless Education

Title I-D Neglected, Delinquent & At-Risk

Supporting Schools and Students to Achieve

SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

Learning Targets



- I understand how the Federal Monitoring/Self Tool can be used for program/system development instead of just a means of compliance.
- I can navigate to Monitoring Tool aligned resources on the Homeless Education website
- I realize that the Homeless Ed. Website is under construction and more resources will be added.
- I can organize Homeless Ed Program Folders/Files to match the indicators for easy access and sharing information
- I can organize tasks related to the Homeless Ed Program through the development/use of a Month-by-Month Calendar
- I have a better understanding of how the Homeless Indicators list in the Monitoring Tool can help develop a district Homeless program.





Organize for Success



Monitoring Tool & Website Alignment



2018-19 IDAHO ESEA FEDERAL PROGRAMS MONITORING TOOL

LEA Name and Number: _____

Date of Program Review: _____

LEA Superintendent/Administrator: _____

Federal Programs Director: _____

Business Manager: _____

ISDE Team: _____



Note: The LEA is responsible for operating its categorical programs in compliance with all applicable laws and regulations. The monitoring process cannot produce an all-inclusive assessment of items in this instrument. The Idaho State Department of Education monitoring includes a sampling of the federal programs being monitored. (This form is available at the Federal Programs Monitoring webpage located at <http://sde.idaho.gov/federal-programs/program-monitoring/>.)

FEDERAL PROGRAMS KEY			
● Title I-A Improving Basic Programs	● Title I-C Migrant Education Program	● Title II-A Supporting Effective Instruction	● Title III-A English Language Acquisition & Immigrant Students; OCR - Office for Civil Rights
● Title IV-A Student Support & Academic Enrichment	● Title V-B Rural Education Initiative	● Title IX-A Homeless Children and Youths (All LEAs)	
Equitable Services to Private School Students	Title I-D Neglected, Delinquent, or At-Risk Subpart 2 programs		

2018-19 IDAHO ESEA FEDERAL PROGRAMS SELF-ASSESSMENT



LEA Name and Number: _____
LEA Superintendent/Administrator: _____
Federal Programs Director: _____
Business Manager: _____

Note: The LEA is responsible for operating its categorical programs in compliance with all applicable laws and regulations. The monitoring process cannot produce an all-inclusive assessment of items in this instrument. The Idaho State Department of Education monitoring includes a sampling of the federal programs being monitored.

FEDERAL PROGRAMS KEY			
● Title I-A Improving Basic Programs	● Title I-C Migrant Education Program	● Title II-A Supporting Effective Instruction	● Title III-A English Language Acquisition & Immigrant Students; OCR - Office for Civil Rights
● Title IV-A Student Support & Academic Enrichment	● Title V-B Rural Education Initiative	● Title IX-A Homeless Children and Youths	○ Indicator applies to all LEAs
Equitable Services to Private School Students	Title I-D Neglected, Delinquent, or At-Risk	McKinney-Vento Subgrant	

2018-19 Self-Assessment Due NO LATER THAN **March 29, 2019**.
Email to kgauby@sde.idaho.gov.

Aligned

HOMELESSNESS IN IDAHO

INFORMATION FOR
FOR PARENTS & FAMILIES

Files

FAQs

Training

Links

Resource Files

McKinney-Vento Related Law and Guidance

Program Development & Monitoring

Homeless Education Services & Identification (SID-8)

Homeless Liason Duties (SID-9)

Liaison Responsibilities Checklist

Sample Calendar

Data Collection & Record Keeping Guidance (SID-9)

Homeless Education Policy Information (PROG-31)

Removing Barriers (PROG-32)

Public Notice of Educational Rights (PROG-33)

Homeless Education Dispute Resolution (PROG-35)

Coordination Efforts with Local & State Partners (PROG-36)

Unaccompanied Homeless Youth (PROG-37)

Homeless Education Program Funding & Title 1-A Set-Aside (FA-12)

Organize Yourself



Shared Folders - organized by Indicator

SID 8

Identification & Services

- Nighttime Residency Form
- Eligibility Determination Forms
- Written Eligibility Letter
- Etc.

SID 9

Homeless Liaison Duties

- Liaison Responsibility Checklist
- Sample Yearly Calendar

Yearly Calendar



Month-by-Month

- Program Management/Data Collection
 - Highlight indicator related items **(SID 8)**
- Community Partners
- District/Schools
- Families/Students

February -

Program Management/Data Collection

- Monthly collaboration mtg w/ Title 1/MV Coordinator
- Fed programs website updated

Community Partners

- Idaho Food Bank reports (by the 10th for the previous month)
- IFB deliveries (2x month) & inventory

District/Schools

- Review academic progress of PATH_ students

Families/Students

- Community Resource Center/Pantry open
- Weekend Backpack\
- Give Kids a Smile appointments

Learning Targets (2)



- I understand how the Federal Monitoring/Self Tool can be used for program/system development instead of just a means of compliance.
- I can navigate to Monitoring Tool aligned resources on the Homeless Education website
- I realize that the Homeless Ed. Website is under construction and more resources will be added.
- I can organize Homeless Ed Program Folders/Files to match the indicators for easy access and sharing information
- I can organize tasks related to the Homeless Ed Program through the development/use of a Month-by-Month Calendar
- I have a better understanding of how the Homeless Indicators listed in the Monitoring Tool can help develop a district Homeless program.





Homeless Related Indicators



SID 8 - Identification



Citation

- The LEA shall describe the services provided homeless children and youths, to **support the enrollment, attendance, and success of homeless children and youth, and the coordination of services provided** under the McKinney-Vento Homeless Assistance Act; [ESSA Section 722 \(g\); 42 USC 11432\(g\)](#)

Guidance

- Identification process
 - Who?
 - How?
 - When?
- Coordinated services

Resources/Process

1. Nighttime Residency Form
2. Verification of Eligibility
3. Determination of Needs
4. Notification of participation

SID 9 – Record Keeping (revised)



Citation

- Any **record** ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall **be maintained** –
- (i.) so that the **records are available**, in a timely fashion, when a child or youth enters a **new school or school district**; and (ii.) in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).
- The LEA treats information about a homeless child or youth's living situation as a student education record, and shall **not be deemed to be directory information**. [ESSA Section 722 \(g\)\(D\)](#)

Guidance

- FERPA
 - Sensitive information
- Coding in Student Management System

Resources/Process

- Binder to keep active students
- MV Eligibility Form in CUM file
- Transfer of records process

PROG 28 - District Liaison (revised)



Citation

- The LEA has designated an **appropriate** staff person as a Homeless Coordinator/Liaison who, as a part of their duties, coordinate and collaborate with State coordinator and community and school personnel responsible for the provision of education and related services to homeless children and youths [ESSA Subtitle B, Section 722 \(g\)\(6\)\(C\)](#)

Guidance

- Time/Capacity
 - 10 duties
- Coordinator/Liaison
 - Paperwork
 - Legwork/relationships

Resources

- Update the Idaho District Contact Information (IDCI)
 - multiples OK!

PROG 29 – Liaison PD (revised)



Citation

- The LEA has policies and practices to ensure that the liaison participates in professional development and other technical assistance activities as determined appropriate by the State Coordinator.
[ESSA Subtitle B, Section 722 \(g\)\(1\)\(J\)\(iv\)](#)

Guidance

- Professional Development
 - New Liaison Orientation
 - Annual Fall Training
 - Webinars
 - Newsletters

Resources

- Website
 - under construction
- On-line options
 - future

PROG 30 – Staff Training (revised)



Citation

- The LEA **shall inform** school personnel, service providers, and advocates working with homeless families of the **duties** of the local educational agency **liaisons**. [ESSA Subtitle B, Section 722 \(g\)\(6\)\(B\)](#)
-
- Liaison shall ensure that **school personnel** providing services under this subtitle **receive professional development and other support**. [ESSA Section 722\[Title 42 U.S.C. §11432\] g\)\(1\)\(D\)](#).

Guidance

- Annual Staff Training
 - Administration
 - Office Staff
 - Teachers
 - Bus Drivers
 - Food Service
- Agendas, sign-in, etc.

Resources

- Website
 - Sample trainings
 - Resources

PROG 31 – Homeless Policy (new #)



Citation

- The LEA has a current Homeless Education policy that ensures homeless children and youth **have equal access** to the same free, appropriate public education and support services, including a public preschool education (if available), as provided to other children and youths in the state. [ESSA Subtitle B, Section 721 \(1\)](#)
- The LEA ensures that homeless children and youths shall be provided services for which they are eligible, **comparable to those offered to housed students**, including transportation services, educational services, and meals through school meals programs; and that homeless children and youths should not be stigmatized by school personnel. [ESSA Subtitle B, Section 722 \(e\)\(C\)\(cc\) & \(dd\)](#)
- The LEA shall review and revise policies that may act **as barriers to the enrollment and retention** of homeless children and youth, including due to outstanding fees or fines, or absences. [ESSA Subtitle B, Section 722 \(g\)\(l\)](#)

Guidance

- Board approved policy that describes rights of homeless students and the requirements of the LEA in serving these students.
- Evidence of Review & Revision

Resources

- Checklist of Policy needs
- Idaho School Boards Association Example

PROG 32 – Eliminating Barriers (new #)



Citation

- The LEA has a procedure that ensures homeless children and youths who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including magnet schools, summer school, career and technical education programs, advanced placement, on-line learning, and charter school programs, if such programs are available at the State and local levels. [ESSA Section 722 \[TITLE 42 U.S.C. §11432\]\(g\)\(1\)\(I\)](#).

Guidance

- Written procedures
- Fees?
 - Angel fund
 - Booster clubs
 - Set-aside based on needs assessment

Resources

- Written Letter of Eligibility
- IHSSA form
- NCHE brief

PROG 33 – Public Awareness (new #)



Citation

- Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths. [ESSA Subtitle B, Section 722 \(g\)\(6\)\(v\)](#)

Guidance

- List of locations of posters and/or brochures
- Local Resource List
 - Updated!

Resources

- FREE materials from NCHE

PROG 34 – School Stability (new #)



Citation

- SCHOOL STABILITY- in determining **the best interest of the child** or youth the LEA shall--
(i) to the extent feasible presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth.
- (ii) consider **student-centered factors** related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, **giving priority to the request of the child's or youth's parent or guardian** or (in the case of an unaccompanied youth) the youth."
[ESSA Subtitle B, Section 722 \(3\)\(B\)\(i\), \(ii\)](#)

Guidance

- Best interest determined by school team w/ input from parents.
- **Cannot be determined solely on transportation costs!**

Resources

- Student-centered factor checklist/form
- Written Notification of Eligibility & School Placement

PROG 35 – Dispute Resolution (new #)



Citation

- If after conduction the best interest determination the LEA determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth. The LEA must provide a written explanation of the reasons for it determination and has a process for the resolution of disagreements, including procedures for homeless families and youth to appeal school placement decisions made by the LEA. [ESSA Subtitle B, Section 722 \(3\)\(B\)\(iii\)](#)

Guidance

- Policy
- Procedure/process
- Must include that you follow State of Idaho procedures if it cannot be resolved at the local level

Resources

- Example of process
- Sample letter
- SDE process

PROG 36 – Community Collaboration (new #)



Citation

- The LEA shall **coordinate the provision of services** for students experiencing homelessness with local social services agencies and shall ensure that... (i) Homeless families and homeless children and youths receive referrals to **health care services, dental services, mental health and substance abuse services, housing services**, and other appropriate services; and (ii) **Transportation, transfer of school records, and other inter-district activities**, with other local agencies. [ESSA Subtitle B, Section 722 \(g\)\(6\)\(i\)\(iv\)\(viii\)](#)

Guidance

- Collaboration within district
 - Transportation
 - Food Service
 - Nurses
- Local resources
 - Self-Help Guide
 - Bi-annual meetings
 - Joint trainings
- Collaboration between districts

Resources

- Inter-district MOU
- Self Rescue examples
- Links to Statewide agencies/resources

PROG 37 – Unaccompanied Youth (new #)



Citation

- Homeless Youth (HY) and Unaccompanied homeless youth (UHY) **are informed of their educational rights** as homeless students and their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vv) and that the youths **may obtain assistance** from the liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act (20 U.S.C. 1090). [ESSA Subtitle B, Section 722 \(g\)\(6\)\(x\)\(III\)](#)
- UHY receive assistance from counselors to advise such youths, and prepare and improve the readiness of such youths **for career and college**. [ESSA Subtitle B, Section 722 \(g\)\(6\)\(v\)](#)

Guidance

- Notification of rights
- College & Career Counseling
- FAFSA support
- Coordination with Higher Ed.

Resources

- Written Verification for UHY
- UHY Brochure
- Higher Ed contacts

FA 2 – Budgeting & Accounting (new #)



Citation

- The LEA's accounting systems must track and report all Federal grants *allocations* (budgets) and expenditures separate from State and Local Funds. Each Federal program must have its own proper IFARM (function) code and each programs' actual allocation must align to the CFSGA. [ESSA Section 1113 \(a\) \(3\)](#). [Uniform Guidance 2 C.F.R. 200.302](#).

Guidance

- Keep track of how much you are spending for your Homeless Program
 - Homeless Set –aside
 - Project Code
 - As part of your detailed budget report & review
 - Include expenses in GRA draws

Resources

- Coming soon

FA 3 – Allowable Use of Funds (new #)



Citation

- Expenditures maintained at the LEA for **each** Federal program are-
- **Allowable** and approved activities.
- **Supplement Not Supplant** state and local funds. **Note:** Supplement/not supplant for Title I-A has its own indicator (FA 6)
- **Necessary, reasonable and allocable**
- **Conform** with the Federal law and grant terms, consistent with State and local policies, consistently treated as either direct cost or an indirect cost, in accordance with GAAP

ESSA Sections 1003, 1112, 1118(b), 2103, 2301, 3116. Uniform Guidance 2 CFR Part 200, Subpart E.

Guidance

- List all staff, including FTE - being paid with Homeless Set-aside

Resources

- Allowable Use - Example List

FA 12 – Homeless Set-Aside (new #)



Citation

- The LEA shall **reserve Title I-A funds as are necessary to provide services** comparable to those provided to children in public funded schools to homeless children and youths to **assist them to effectively take advantage of educational opportunities**.
- This reservation requirement **is not formula driven**. The method of determination of such funds shall be determined;
- based on the total Title I-A allocation received by the LEA; and
- prior to any allowable expenditure or transfers by the LEA.
- Funds may be used to provide homeless children and youth, who attend Title I and non-Title I, schools services not ordinarily provided to other students, i.e. funding for Homeless liaison, transportation, fees, etc. [ESSA 1113\(c\)\(3\)\(A\)&\(C\)](#)

Guidance

- Based on Needs Assessment
- OR
- Number/needs of previous year identified students.
 - Amount agreed upon by Liaison and Fed Programs director
 - Evidence of budget to provide education related support services/training

Resources

- Coming soon

Learning Targets (3)



- I understand how the Federal Monitoring/Self Tool can be used for program/system development instead of just a means of compliance.
- I can navigate to Monitoring Tool aligned resources on the Homeless Education website
- I realize that the Homeless Ed. Website is under construction and more resources will be added.
- I can organize Homeless Ed Program Folders/Files to match the indicators for easy access and sharing information
- I can organize tasks related to the Homeless Ed Program through the development/use of a Month-by-Month Calendar
- I have a better understanding of how the Homeless Indicators listed in the Monitoring Tool can help develop a district Homeless program.



Questions?

Suzanne M Peck | Coordinator –

Title IX-A Homeless Education & Title I-D Neglected, Delinquent & At-Risk

Idaho State Department of Education

650 W State Street, Boise, ID 83702

208 332 6904

speck@sde.idaho.gov

www.sde.idaho.gov/federal-programs

